

**DEPARTMENT OF CHARITABLE GAMING  
STOREROOM INVENTORY - INSTANTS**

<b><i>When to use</i></b>	This inventory log should be maintained on a perpetual basis. Each deal should be logged in when it is received. Each deal should be logged out of the storeroom when it is removed.
<b><i>Maintain Records</i></b>	Keep this inventory log in the storeroom with the supplies. Supplier invoices should also be kept with the inventory log and supplies. Each inventory log with supplier invoices must be kept for a minimum of three years after the close of the fiscal year in which they were used.
<b><i>Organization</i></b>	Fill in the official name of the organization.
<b><i>Page No.</i></b>	Keep these sheets in a binder and number the pages.
<b>Invoice Number</b>	Enter the invoice number from the supplier invoice.
<b>Invoice Date</b>	Enter the date of the supplier invoice.
<b>Supplier</b>	Fill in the name of the supplier who furnished the deal.
<b>Form Number</b>	Enter the form number of each deal.
<b>Deal Name</b>	Enter the name of the game.
<b>Serial Number</b>	Enter the serial number of each deal.
<b>Date Sold</b>	Enter date the deal was removed from inventory and placed in play.
<b>Volunteer Initials</b>	Person removing deal from inventory should sign with their initials.